

COMPTROLLER TRAVEL POLICY MANUAL

	POLICY: TRV 525-08
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Ground Transportation	Effective date: 01/01/2000
Source: University Policy State of Arizona Travel Policy State of Arizona Travel Policy Supplements I - V A.R.S. §38-621 through A.R.S. §38-627	Revision date: 01/30/2020

PURPOSE

To provide policy on transportation expenses and reimbursements.

LINKS

- [Annual Travel Certification Form \(ELECTRONIC\)](#) [NAU Transportation Service Center General Info](#)
- [Annual Travel Certification Form \(PDF\)](#) [NAU Transportation Service Center Home Page](#)
- [Authorized Driver Policy and Procedure](#) [NAU Risk Management Services](#)
- [Exhibit J Form](#) [State of Arizona Travel Policy Supplement 5095](#)

POLICY

TRV 525-08: Shuttle Transportation	
<ol style="list-style-type: none">1. If shuttle service is offered for a rate less than a taxi, limo, etc., the traveler must use this service.2. If this service is not used and an expense for transportation is incurred, justification describing the business purpose written by the traveler must be submitted with the original itemized receipt for the transaction. A request must be approved by the justification for exception to policy signer.	